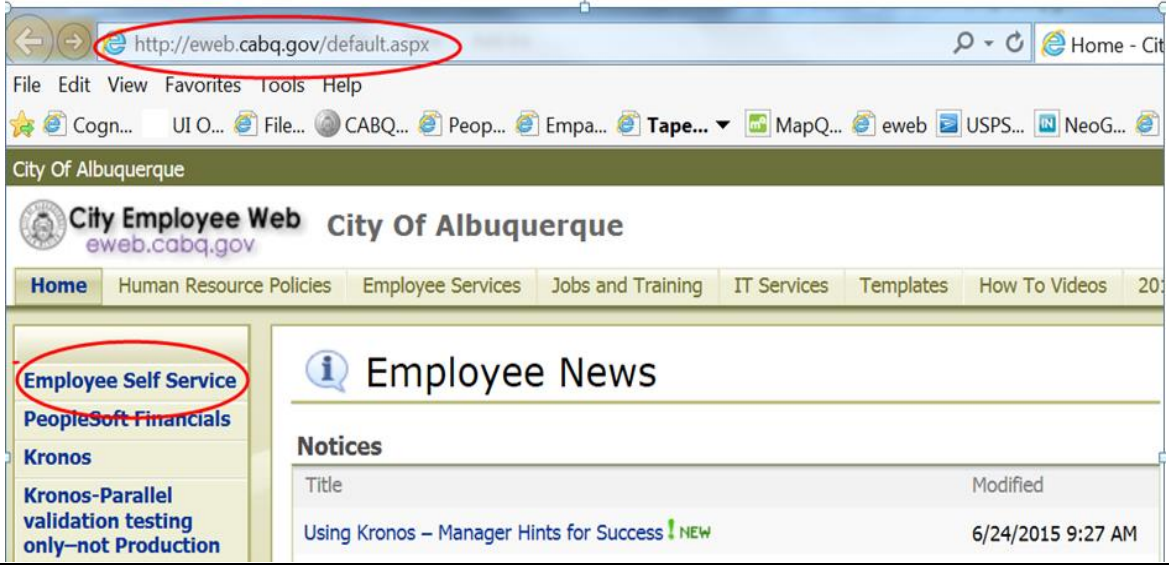
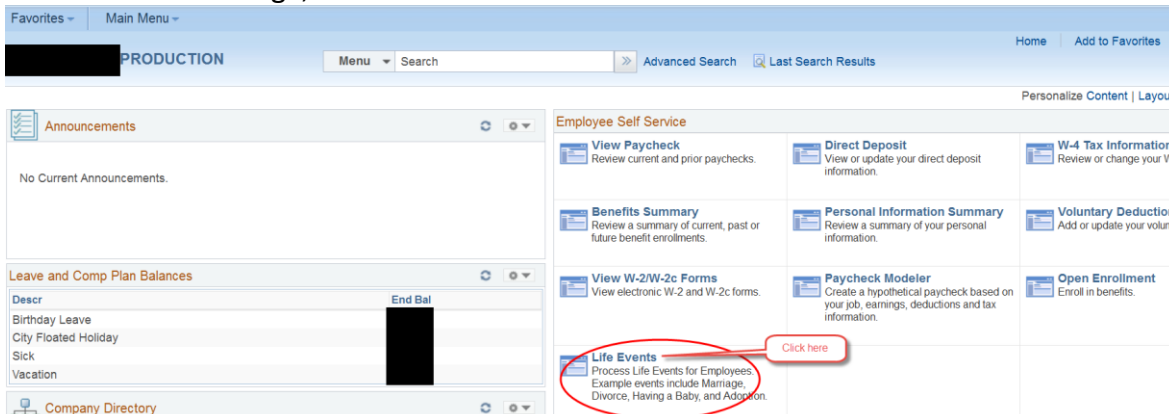


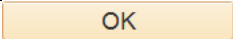






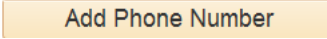
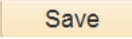

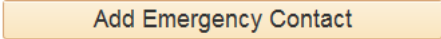

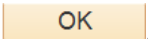
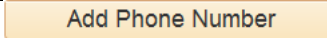
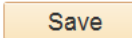




# New Employee Benefits Election

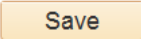
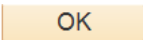


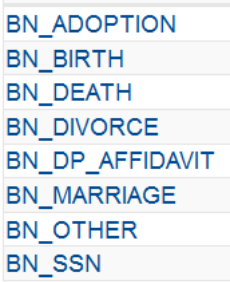
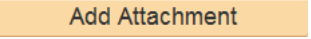

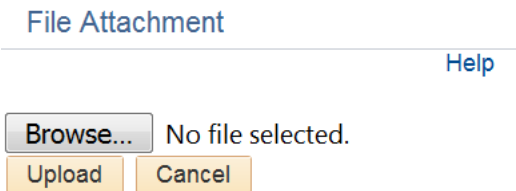
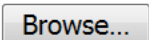
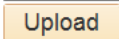
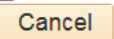
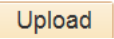
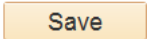
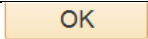
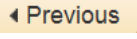
Welcome new City employee! This is a job aide to introduce you to PeopleSoft, the City's Human Resources, Benefits and Payroll system. Please read this instruction carefully to ensure you enroll in the benefits that best fit your needs through Employee Self Service (ESS.)

**Please pay attention to the important instructions on each screen throughout the process.**

Step	Action
1	<p>Open an Internet session from any browser. In the address line type <b>employee.cabq.gov</b>. You can also get there by going to the City's Employee website at <b>eweb.cabq.gov</b>. Once there, you can click on the <b>Employee Self Service</b> link in the top left corner. This will take you to the login screen for PeopleSoft.</p> 
2	<p>When the login page appears, sign into PeopleSoft by entering your <b>User ID</b> and <b>Password</b>. Your User ID is a six character value Exxxxx (the x's being the last five numbers in your Employee ID.) Your default password is c@bq (all lower case) then the last four digits of <b>your</b> social security number and the first letter of <b>your</b> last name, uppercase. An example is:c@bq1234Z. Change your password immediately after logging in by clicking on <a href="#">Change Password</a>. Call the helpdesk at 768-2930 to have your password reset if you get locked out after three unsuccessful tries.</p>
3	<p>Click on the <b>Sign In</b> button.</p>
4	<p>On the ESS Home Page, click on the <b>Life Events</b> link:</p> 

5	<p>After you click on the Life Events link, you will see the options. Select <b>New employee benefit enrollment</b> by clicking the button before the option.</p> <p><b>Employee</b></p> <p><input checked="" type="radio"/> <b>New employee benefit enrollment</b></p> <p><input type="radio"/> I got married</p> <p><input type="radio"/> I had a baby</p> <p><input type="radio"/> I got divorced/legally separated</p> <p><input type="radio"/> I adopted or gained legal custody/guardianship of a child</p> <p><input type="radio"/> I had a life status change not listed above</p>
6	<p>A window will pop up for you to enter the <b>Change Status Date</b>. Enter your hire date. That date is the Saturday before New Employee Orientation. You may click on the picture of a calendar to the right of the date field to select the date.</p>
7	<p>Click </p>
8	<p>The next page is the welcome page. Notice the list of “train stops” on the left that track your progress through the steps.</p>
9	<p>Skip the Document Upload and Benefit Summary train stops.</p>
10	<p>Click on the button before  <b>Personal Information</b> to go to the Name page.</p>
11	<p>You only need to change your name if the name that appears on the screen doesn't match the name on your Social Security card. Click on  if you need to change it. Otherwise, click  at the top right of the screen.</p>
12	<p>Next is the page for your Home and Mailing Address. The address you used on your job application should already be listed as your home address. It must be an address in New Mexico for tax purposes. If you do not yet have a local address then change the Home Address to City Hall's address: <b>400 Marquette NW, Albuquerque, NM 87102</b>.</p> <p>Click on the  in the Edit column to bring up the page where you can change/add your address.</p>
13	<p>You may need to enter a Mailing Address. It can be a PO Box, the same as your Home Address or any address where you want to receive your insurance card and other important information from the City. Click  when you are done.</p>
14	<p>The phone number you entered on your job application will be showing on your Phone Numbers screen. If the <b>Phone Type</b> is not listed then you will need to click on the  in the Delete column. Then click on  to add a number and designate it as a Mobile or Home number. When you are entering the number, be sure to enter only numbers – no slashes, dashes or parentheses. The number format is automatically applied when you  the record.</p>
15	<p>Click  at the top right corner of the page to go to the Emergency Contacts page. Click on  and enter the name and relationship of whom you would want to be called in case of an emergency happening at work. If you live with that person then click in the appropriate boxes. If you don't live with them the click on  and enter the address of your designated emergency contact. Then click .</p>
16	<p>Click on  to add the best number to use to reach your Emergency Contact. Then click  at the bottom of the page. This takes you</p>

	back to the Emergency Contacts page. If everything looks right then click <b>Save</b> .
17	Skip the  <b>Dependent and Beneficiary</b> train stop. You will be entering that information and uploading documents proving your relationship later in this process.
18	Clicking <b>Next ▶</b> will take you to the W-4 Tax Information page. Scroll down to the <b>W-4 Tax Data</b> section. Complete the section as directed and scroll down further to the <b>New Mexico W-4 Tax Data</b> section and complete it. Click the <b>Submit</b> button at the bottom of the screen. You will be prompted to re-enter your password. This is required for security purposes.
19	Clicking <b>Next ▶</b> will take you to the Direct Deposit page. Click on the hyperlink on the upper, right side of the page labeled: <u>Click here for Direct Deposit Instructions</u> .
20	After reading the instructions then click on <b>Add Account</b> and follow the directions on <b>Your Bank Information</b> page. <b>Be sure the Deposit Order is 999.</b>
21	Click the <b>Submit</b> button at the bottom of the screen.
22	Click <b>Next ▶</b> to proceed to the <b>Benefits Enrollment</b> page.
23	Click <b>Start My Enrollment</b>
24	Read and remember the red note under the <b>Open Benefit Events</b> section then click on <b>Select</b>
25	<p>The Manual Benefit Enrollment page lists all your options. Click on the <b>Edit</b> button to the right of a benefit in which you are interested in enrolling.</p> <p><b>NOTE: If you do NOT want to enroll in medical insurance you must designate a reason for waiving coverage. This is an Affordable Care Act requirement. Click to edit the medical insurance option. Scroll down to the bottom of the page and click  Waive then <b>Continue</b>. Select one of the following options:</b></p> <div data-bbox="289 1178 976 1587" data-label="Form"> <p><b>Your Choice</b></p> <p>You have chosen to Waive coverage.</p> <p>I will not enroll in the City's medical plan because:</p> <p><input type="radio"/> I am covered under my spouse/DP or Parent's plan.</p> <p><input type="radio"/> I am covered by Medicare, Medicaid, or Tricare.</p> <p><input type="radio"/> I am buying coverage through the NM Health Exchange</p> <p><input type="radio"/> I will not be covered because (enter reason below):</p> <div></div> </div>
26	If you want to enroll in medical insurance you must first select which plan best fits your needs and those of your qualified family members, if applicable. Click on the button before one of the three plan options: Active, Family or Independent. Details about the plans are in the Group Benefits booklet in your packet.
27	After selecting a plan then click <b>Continue</b> if you are only covering yourself or click <b>New Dependent or Beneficiary</b> if you want to also insure qualified dependent(s.) This takes you to the Add/Review Dependent/Beneficiary page.
28	Click on <b>Add a dependent or beneficiary</b> to go to the Dependent/Beneficiary Personal Information page. Complete the Personal Information, Status Information and Address

	and Telephone sections of the page. Then click  . You should see a screen confirming the information you added was saved. Click  .
29	You will return to the Dependent Information chart listing your recent entry. If the record you just added is a beneficiary for your life insurance and you don't want to cover them for medical, dental, vision or life insurance then click  at the top of the page.
30	If you do want to add them to your insurance elections then click on the name in the entry (blue.) This will take you back to the Dependent/Beneficiary Person Information screen. Click on the <a href="#">Attach Document</a> link at the bottom of the page.
31	This takes you to the Document Upload page. Click on the  to the right of the Select a document field. Your choices are: 
32	Select the option that best describes the document you are uploading to prove that the dependent for which you created a record is an eligible dependent of yours. (i.e. BIRTH for the birth certificate of your child or stepchild, MARRIAGE for the marriage certificate of you and your spouse, DP AFFIDAVIT for the Affidavit of Domestic Partnership with the three required proofs of financial dependence, etc.)
33	Click on  which takes you to the Document Definition – New Attachment screen. Click in the field to the right of “Subject” in the Selection Criteria section. Type in a description of the document (i.e. Marriage Certificate for Jerry Garcia.) Click on  .
34	 <p>This window will pop up:  No file selected.   Click on Browse.</p>
35	From the File Upload screen navigate to where you have stored your documents, most likely a flash drive. Double click on the document name to select it. The click  in the File Attachment window. When it's done you should see the name you gave the document next to “Attachment” in the Selection Criteria section of the page.
36	Click  .
37	A message will pop up that says Approval is required. (3001,1094)...Since you are a new hire then approval is not required before you continue with the enrollment process. However, after you have enrolled with dependents, a member of the Benefits staff will compare the document you uploaded and the record you created for the dependent to ensure they match and that the record is complete.
38	Click  which will take you back to the Document Upload page.
39	If you need to upload another document then repeat steps 31-38.
40	Click on  to take you back to the Direct Deposit page and out of the Manual

	Benefit Enrollment event but the dependents and beneficiaries you added have been saved.
41	Click on <b>Select</b> which takes you back to the Enrollment Summary page.
42	Select any other option in which you want to enroll by clicking <b>Edit</b> and the radio button before the option.
43	Then scroll to the bottom of the page to see the eligible dependents you entered. <b>Remember: anyone you created a dependent record for with a relationship of Spouse, Child, Step Child, Domestic Partner or Domestic Partner's Child will be listed. However, if you do NOT upload a document to prove your relationship then their coverage will not be accepted.</b>
44	Click in the box in the <b>Enroll</b> column to add them to your coverage for that benefit. If you don't see the name of a dependent you want covered then click on <b>New Dependent or Beneficiary</b> and add them now.
45	Click <b>Continue</b> to go to see your election and its biweekly cost.
46	Click <b>OK</b> to return to the <b>Enrollment Summary</b> .
47	If you are not ready to decide on your elections yet you need to at least designate the beneficiary for your City paid life insurance ( <b>Life and AD and D</b> ) by clicking <b>Edit</b> . Scroll to the bottom of the screen and all the dependents and beneficiaries are listed in the <b>Allocation Details</b> box.
48	Select your beneficiary by entering the percentage you wish to allocate to at least one person.
49	Click <b>Continue</b> to return to the <b>Enrollment Summary</b> .
50	When you are done then click on <b>Submit</b> at the bottom of the page.
51	Keep in mind that you may click <b>Continue Later</b> at any time during this process and return to it, picking up where you left off. You may also click on the buttons on the train stop to go to a different section.
52	If you are sure of your elections then click <b>Submit</b> on the <b>Submit Benefit Choices</b> page.
53	Click <b>OK</b> on the <b>Submit Confirmation</b> page which takes you to the initial <b>Benefits Enrollment</b> page.
54	Click on the <b>Benefit Election Review</b> button on the train stop menu on the left side of the page.
55	Then click <b>Next</b> to go to the <b>Event Completion and Exit</b> button on the train stop.
56	Click <b>Complete</b> then you are ready to <b>Sign out</b> (top right section of the page).
62	Click <b>OK</b> to return to the <b>Enrollment Summary</b> .
63	Click <b>Complete</b> then you are ready to <b>Sign out</b> (top right section of the page).

Congratulations! You're done!

NOTE: If you need technical assistance call 768-2930.

If you have questions about benefit options call 768-3758 or visit the Insurance and Benefits Office in room 702 in Old City Hall (400 Marquette.)